

Request For Funding  
Mortgage Default Counseling

Date: \_\_\_\_\_

To: Murray Harding  
[Murray.harding@adfa.arkansas.gov](mailto:Murray.harding@adfa.arkansas.gov)  
Fax: 501-682-5939

From: Counseling Agency \_\_\_\_\_

Re: Client # \_\_\_\_\_

Subject: Mortgage Default Counseling Fee

At each funding level indicate the documentation retained at agency level to support the claim for counseling fees.

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**A. Level 1 Counseling - \$250.00      Initial Interview and Application**

Application / intake form  
Personalized budget for the homeowner  
Action Plan of recommendations to assist homeowner  
Other

.....  
**B. Level 2 Counseling - \$250.00      Workout Plan to Servicer**

Copy of cover letter and workplan submitted to the mortgage servicer  
Other

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**C. Level 3 Counseling - \$500.00      Positive Outcomes**

Copy of modification offer from servicer  
Copy of forbearance offer letter from servicer  
Copy of partial claim offer letter from servicer  
Mortgage loan statement showing arrearage has been resolved  
Other

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**D. Level 4 Counseling - \$200.00      Outcome That Is Not Positive**

Short-sale acceptance letter from servicer  
Letter from servicer accepting deed-in-lieu settlement  
Other

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I certify that all information is accurate to the best of my knowledge, and that all cases have the proper documentation to justify the level of funding being requested. Actual documentation will be submitted to ADFA upon request.

Submitted By: \_\_\_\_\_  
(Name)

Title & Date: \_\_\_\_\_